

**STATEWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4800; DSN 853-4800  
WEBSITE: <http://dema.az.gov/>**

**TITLE 5 EXCEPTED  
VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER: 18-299T      OPENING DATE: 29 JUN 2018      CLOSING DATE: 10 JUL 2018**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

**Human Resources Assistant, GS-0203-07, T5092000**

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**KNOWN PROMOTION POTENTIAL: NONE**

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**SALARY RANGE:**

**\$42,699.00-\$55,507.00 PA**

**SUPERVISORY ☐ MANAGERIAL ☐**

**NON-SUPERVISORY/NON-MANAGERIAL ☒**

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**LOCATION OF POSITION:**

**WAATS, MARANA, AZ**

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted.

**AREA OF CONSIDERATION:** This is a National Guard Title 5 Excepted Service position and is **Open to AZNG T32, T5 employees, and DSG/M-DAY members** Individual selected will receive a Permanent Appointment after successful completion of a 1 yr trial period.

**INSTRUCTIONS FOR APPLYING:** Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed **AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement)** or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.

**VETERAN'S PREFERENCE:**

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

**REQUIRED DOCUMENTATION:**

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this

position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**EDUCATION:**

Substitution of Education for specialized experience – Completion of 2 academic years of education in an accredited college or university will satisfy the requirements for GS-4 positions. Only education in excess of the first 60 semester hours (i.e., beyond the second year) is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours) beyond the second year is equivalent to 6 months of specialized experience for GS-5 positions.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

**CONDITIONS OF EMPLOYMENT:**

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Must possess or be able to obtain Secret Security Clearance within 1 year of appointment.

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

**REASONABLE ACCOMMODATION POLICY:**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

<b>Relocation Incentive may be offered:</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input checked="" type="checkbox"/>
<b>PCS may be offered:</b>	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input checked="" type="checkbox"/>

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Ability to use personal computers with different software applications (i.e., Microsoft Word, Adobe Acrobat, Form Flow, Microsoft Excel, Microsoft Access, Microsoft Power Point). Use applications to prepare presentations, graphs, charts, and table. Knowledge of Internet applications to obtain pertinent information.
2. Basic knowledge of arithmetic sufficient to perform computations pertaining to service record entries (leave, years of service, etc.)
3. Thorough knowledge of the overall requirements, objectives, practices, and peculiarities of the assigned program area sufficient to advise commanders, managers, and supervisors on assigned cases.
4. Practical knowledge of employee relations, labor relations, and equal opportunity principles and practices and counseling techniques required to resolve minor conflicts or problems with employees, supervisors, or union officials.

**SPECIALIZED EXPERIENCE:** Must have at least 12 months experience in the interpretation and application of regulations, procedures or laws. Experience that provided a working knowledge of administrative functions. Experience performing personnel transactions. Experience working independently and setting priorities with very little supervisory control.

**BRIEF JOB DESCRIPTION:** This position is located at WAATS in the Arizona Army National Guard (ARNG). Its purpose is to provide human resources services to technicians and Active Guard Reserves (AGRs). The position is remote from the Human Resource Office (HRO). The primary function of this position is to provide technical support on a wide range of technician and AGR human resources matters to line supervisors, managers, technicians, and AGR members at the base or organization level and to coordinate such matters with the servicing HRO.

Works with HR Specialist in the HRO to accomplish a wide range of human resources transactions, for technicians and AGRs, related to recruitment, placement, classification, employee and labor relations, benefits, entitlements, training and incentive awards. These duties require technical understanding and knowledge of numerous human resources guidelines, regulations, instructions, directives, procedures, policies and precedent situations involving analyzing the interrelationship and impact various human resources actions in different functional areas may have on Title 5 personnel and dual status technicians and AGR personnel.

Advises and provides comprehensive procedural and technical guidance to managers and supervisors in the areas of recruitment, placement, separation and retirement. Coordinates, develops draft vacancy announcements and prepares requests for vacancy announcements for HRO review. Upon receipt of announcements from HRO, makes distribution to all units/sections. Receives technician promotion certificates and furnishes them to selection officials for interview or selection. Advises HRO of promotion, reassignment, and non-selection actions. Executes necessary documents of technician personnel who deploy, mobilize, separate, retire, etc.

**SELECTING OFFICIAL:** LTC Christopher Hyde

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